

**CITY OF BERLIN**

New Hampshire

**CITY CLERK**

The City of Berlin, NH, is accepting applications for the full-time position of City Clerk. This Department Head position, which reports directly to the City Manager, is responsible for planning, organizing, directing and participating in responsible record keeping activities of the City Records Department. Maintains official records and vital statistics of the City; serves as clerk to the City as prescribed by state law and city ordinances. Candidates should have significant experience in records management in a municipal environment and must demonstrate a progressive path of growth and experience overseeing the municipal, State and Federal election processes in accordance with local, State and Federal law. Candidates shall also possess the skills necessary to perform all City Council related administrative work including Council Meeting Agendas, City Resolutions and City Council communications. Candidates will preferably have the minimum of an Associate's degree in office administration and record keeping or related field and a minimum of five years of significant experience or equivalent combination of training and experience. Possession of or the ability to obtain a NHTCA/NHCTCA Joint Certification as a City Clerk within 18 months of employment. The position includes full City benefits. Pay, which is currently \$52,200.68, will be determined based on the qualifications and experience of the candidate.

Interested applicants should submit a resume and letter of interest to the City Manager's Office, City Hall 168 Main Street, Berlin, NH 03570, (603-752-7532), [city\\_manager@berlinnh.gov](mailto:city_manager@berlinnh.gov), by Friday, September 25, 2015.

The City of Berlin is an Equal Opportunity Employer.